

Study Room Use Policy

The Milwaukie Ledding Library has two study rooms available for public use. Study Room 1 may be reserved in advance. Study Room 2 can only be requested for same day use.

The rooms are intended for small meetings or quiet study. Each room seats up to 4 people and features a small table with chairs and Wi-Fi.

The library neither approves nor disapproves of content, topics, subject matter, or points of view of individuals or groups using the room.

When not in use for Library activities, the room is available under the following guidelines:

- The number of people in your group must not exceed the capacity of the room (4).
- The room is only available during the hours that the library is open. Use of the room must end 15 minutes prior to the library closing.
- Activities in the room must not be disruptive to others in the building.
- The room must be left in the same condition in which it was found, including the placement of chairs and tables.
- No food is allowed in the room.
- If you are more than 15 minutes late for your room, you will lose your reservation and the room will be available for another person to use.

Reservation Procedures:

- **Study Room 1** may be reserved up to two weeks in advance.
Advance registration requests for Study Room 1 are limited to 2 hours per week.
- **Study Room 2** can only be requested for same-day use, either online or in person at the reference desk.
- **Both Study Rooms:**
 - The rooms can only be reserved by patrons who are 14 years or older.
 - Study Room usage by individuals and/or groups cannot exceed two hours in length per day.
 - The room may be released to another use if you are more than 15 minutes late. Your session starts at the reserved time, not your arrival time, if late.
 - Users must check in at the reference desk before using the room.